

United States Department of Agriculture



Natural Resources Conservation Service  
655 Parfet Street - RM. E200C  
Lakewood, CO 80215-5517

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VIA ELECTRONIC MAIL

**COLORADO BULLETIN NO.:** CO-180-07-03

MARCH 2, 2007

**SUBJECT:** CPA – Release of Producer Information to a Technical Service Provider (TSP)

**TO:** Area Conservationists and District Conservationist

**PURPOSE:** To provide guidance for USDA employees in releasing information to a TSP for completion of Program contract work

**EXPIRATION DATE:** September 30, 2007

Due to recent confusion in releasing information to TSPs for program contract work, we are sending this bulletin to provide clarification. According to the Conservation Programs Manual, Title 440 – Programs: Part 504, Subpart D – Freedom of Information Act and Privacy Act, Amendment 29, July 2005 –

*504.30 Confidentiality of Participant Personal Information*

*Disclosure of information will be done in accordance with Freedom of Information Act (FOIA) and Privacy Act provisions outlined in Title 120, Administrative Services, General Manual, Part 408, Records.*

*TSPs employed by a landowner are not subject to Federal disclosure and privacy laws, including the FOIA and Privacy Acts. Consequently, participants are solely responsible for including appropriate confidentiality of personal information in any contract entered into with TSPs.*

In summary, if the attached NRCS approved release form is signed by the producer identifying the TSP, we need to release information identified on the form to that TSP.

Contact Eugene Backhaus at [eugene.backhaus@co.usda.gov](mailto:eugene.backhaus@co.usda.gov) or phone 720-544-2868 or your Area Conservationist if you have questions regarding these requirements.

/s/

ALLEN GREEN  
State Conservationist

Dist: AC, DC

cc: Jeffery Burwell, SRC, NRCS, Lakewood, CO  
Eugene Backhaus, RC, NRCS, Lakewood, CO

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